

**CHECK LIST FOR ALL APPLICANTS  
ELIGIBILITY DETERMINATION  
WATER/SEWER PROJECT FINANCING**

**APPLICANT** \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
FAX \_\_\_\_\_  
E-mail \_\_\_\_\_

**SUBMIT ITEMS “I, 1-6” FOR ELIGIBILITY DETERMINATION**

**SUBMIT ITEMS “I, 1-6” AND “II, 1-5” FOR INITIAL APPLICATION**

ITEM	DATE RECEIVED
<b>I ELIGIBILITY DETERMINATION</b>	
1 Cover Letter with the Following Information:	
a Name, Address and Contact Person(s)	
b Applicant’s Internal Revenue Service Taxpayer Identification Number (TIN)	
c Organization Type	
d Amount of Loan/Grant Request including other Funding Sources	
e Brief Description of Project	
2 Articles of Incorporation and Bylaws/Certificate of Incorporation/ Organizational Certificate/Tribal Charter	
3 Attorney’s Opinion that applicant is a duly organized body politic and corporate pursuant to the Constitution, statutes and laws of the State of North Dakota and has the power to execute, deliver and perform its obligations under the loan documents	
4 Intergovernmental Clearance	
5 RD 442-3, Balance Sheet/Current Financial Statement (Not more than 90 days old); Last Fiscal Year’s Audit and copies of debt instruments (bonds, warrants, promissory notes): Use ND RUS Bulletin 1780-1, Attachment A to provide the Debt Retirement Schedule	
6 RUS Bulletin 1780-22, Water and Waste Eligibility Certification	
<b>II PROCEED WITH INITIAL APPLICATION (HOLD CONFERENCE)</b>	
1 SF 424.2, Application for Federal Assistance	
2 Civil Rights Compliance Review Pre-Award Checklist	
3 Evidence of Solicitation of Engineering Services	
4 Preliminary Engineering Report (RUS Bulletins 1780-2 thru 1780-5, as applicable)	
5 Environmental Report (RUS Bulletin 1794A-602) <u>Reference:</u> ND RUS Bulletin 1794A-602, Natural Resource Management Guide	

**FOR RURAL DEVELOPMENT USE ONLY**

		DATE
ITEM		RECEIVED
1	Credit Alert Interactive Voice Response System (CAIVRS)	
2	Review of Non-procurement List (RD Instruction 1940-M) <a href="http://epls.arnet.gov/">http://epls.arnet.gov/</a>	
3	Notice of Eligibility Determination	
4	RD 2006-38, Civil Rights Impact Analysis	
5	Forward Civil Rights Compliance Review Pre-Award Checklist To Civil Rights Manager	
6	HOLD DOCKET ASSEMBLY CONFERENCE	

**PROCEED TO ND RUS BULLETIN 3 OR 4 AS APPROPRIATE**

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